

**CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES**

P.O. Box 419064, Rancho Cordova, CA 95741-9064



June 17, 2011

CSS LETTER: 11-05

ALL IV-D DIRECTORS  
 ALL COUNTY ADMINISTRATIVE OFFICERS  
 ALL BOARDS OF SUPERVISORS

SUBJECT: REVISED PRIOR APPROVAL REQUEST PROCESS AND  
 JUSTIFICATION WORKSHEET

The purpose of this letter is to provide the Local Child Support Agencies (LCSAs) with the revised procedure for requesting prior approval before purchasing any hardware, software, or other automation goods and services, as well as requesting approval for leases, moves, equipment, and capital expenditures.

The intent in revising the current procedure is to streamline the approval process in an effort to expedite the response time to LCSAs, as well as to create a paperless request and approval process. In this new process, the request will still be made electronically via email on a revised worksheet, entitled "DCSS Prior Approval Justification Worksheet" (Attachment I). Vendor quotes will still need to be provided electronically.

The worksheet will continue to require the same information as previously needed, but has combined both Electronic Data Processing (EDP) and Administrative funding justification worksheets into a single worksheet. This worksheet includes an Approval/Notification only category, and all things related to contractor services, leases, moving, renovations, equipment, and capital expenditures. Please note all EDP computers and laptops will no longer be purchased via the Justification worksheet. To purchase these items, the counties must contact the LCSA help desk. The LCSA help desk will provide the counties with instructions for this at a later time.

The new worksheet is at CA CS Central, LCSA Fiscal Administration, Forms. This is where the former worksheets were located. The Administrative IT Justification and EDP Justification worksheets will be deleted from this section.

**How to Request Approval**

Sections A and B of the worksheet identify the funding and type of request requiring prior approval. (If EDP funding is approved, your New Account number will be placed in Section A.) Section A also specifies which subsequent "sections" need to be

Reason for this Transmittal

- State Law or Regulation Change
- Federal Law or Regulation Change
- Court Order or Settlement Change
- Clarification requested by One or More Counties
- Initiated by DCSS

completed for each specific request. Section C requires the LCSA Director's signature before emailing to the Department of Child Support Services' (DCSS) LCSA Budget analyst. The DCSS LCSA Budget analyst will respond to the LCSA with confirmation of receipt of the request.

### **Approval Process**

The DCSS LCSA Budget analyst will review the worksheet along with vendor quotes, etc. After the request is approved or denied, the completed and signed worksheet will be returned to the LCSA via email only. **No hard copy reply letter will be sent to the LCSAs.** The streamlined approval process will speed up DCSS's response time to LCSAs and will contribute to the effort to "go green."

In addition, LCSAs are reminded, per OMB Circular A-87, Pt. 225, App. B, Section 15, that purchases of general and special purpose equipment (an article of non-expendable, tangible, personal property having a useful life of more than one year and an acquisition cost which equals or exceeds the capitalization level of \$5,000), must have the prior written approval of the awarding agency (Department of Child Support Services). This price includes the cost of ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation. The LCSAs should also refer to previously sent letters CSS 04-20 and CSS 05-05 that require they submit a request to their DCSS LCSA Budget analyst prior to the purchase of equipment or relocation of office space.

If you have any questions or concerns regarding this revised prior approval request process and justification worksheet, or the requirement for prior approval of equipment, notification, or other capital expenditures, please contact me at (916) 464-5156 or your DCSS LCSA Budget analyst.

Sincerely,

/os/ Linda Adams

LINDA ADAMS  
Chief Financial Officer

Attachments

## DCSS PRIOR APPROVAL JUSTIFICATION WORKSHEET

<b>Section A</b>			
<input type="checkbox"/> EDP Funding (Sect. B,C,D,E) <input type="checkbox"/> Administrative Funding for EDP (Sect. B,C,D,E) <input type="checkbox"/> Approval only (Sect. B,C,F,G)	Decrease Acct. # _____ <small>(LCSA Use Only)</small> <input type="checkbox"/> Administrative Funding (Sect. B,C,D,E) <input type="checkbox"/> Notification Only (Sect. B,C,F,G)		
<b>Section B</b>			
<input type="checkbox"/> HARDWARE <input type="checkbox"/> LEASE	<input type="checkbox"/> MOVING <input type="checkbox"/> NON-IT EQUIPMENT	<input type="checkbox"/> SOFTWARE <input type="checkbox"/> CAPITAL EXPENDITURE	<input type="checkbox"/> CONTRACTOR SERVICES <input type="checkbox"/> M.O.U. / P.O.C.
<b>Description:</b>			
CONTACT NAME: _____			
LCSA: _____			
Phone: _____	Email: _____	Fax: _____	
<b>Section C</b>			
<b>ESTIMATED COSTS</b>			
<b>Cost Categories</b>	<b>State Fiscal Year XXXX/XXXX</b>		
LCSA Personnel	\$		
Contractor Services	\$		
Hardware	\$		
Software	\$		
Lease	\$		
Non-IT Equipment	\$		
Capital Expenditure	\$		
Other:	\$		
<b>TOTAL</b>	<b>\$</b>		
Approved by: <b>LCSA Director's Signature</b> _____			
Date _____			

*Email to your LCSA Budget Analyst a copy of the proposed contract, lease agreement, or hardware/software specification quotations with this Justification Worksheet as part of the review and approval process.*

<b>DCSS ONLY</b>	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied (see Section H)
<input type="checkbox"/> Becky Stilling, CIO/Deputy Director, Technology Services Division		Date _____
<input type="checkbox"/> Mark Beckley, Deputy Director, Administrative Services Division		
<input type="checkbox"/> Linda Adams, Chief Financial Officer, Administrative Services Division		
Please be reminded that there is no additional funding for approved requests, and expenditures are subject to the allocation checked above, for your LCSA. If you have any questions or concerns regarding this matter, please contact your LCSA Budget analyst.		

**Section D**

**STATEMENT OF PROBLEM FOR HARDWARE / SOFTWARE / Non-IT Equipment:**

*(Please only check one box per project)*

- Hardware Failure                       Increase in staffing                       Hardware obsolescence (+5 years old)  
 New capacity/processing requirements     Non-IT Equipment                       Software obsolescence (+5 years old)  
 Other business need (explain):

***(Attach an itemized list if more space is needed.)***

Qty	Hardware/Software Description	Age of Replacement Equipment	Unit Cost	Purchase Cost
	<b>TOTAL</b>			

**Section E**

**COMPETITIVE PROCUREMENT:**

- Purchase through a County Master Purchase Agreement  
 Purchase through a State Master Purchase Agreement, e.g., CMAS  
 Conduct a competitive procurement

If the procurement is non-competitive (sole-source), please provide justification:

**Section F**

**LEASE / MOVING / RENOVATIONS / EQUIPMENT / CAPITAL EXPENDITURE:**

Additional information:

**Section G**

**SCHEDULE**

Major Tasks	Start Date	Completion Date

<b><i>Section H – DCSS ONLY</i></b>
<b>REASON FOR DENIAL</b>